

Minutes of the meeting of the Human Resources Committee of the Board of Directors of the Cook County Health and Hospitals System held Friday, August 24, 2012 at the hour of 7:30 A.M. at 1900 W. Polk Street, in the Second Floor Conference Room, Chicago, Illinois.

## **I. Attendance/Call to Order**

Chairman Golden called the meeting to order.

Present: Chairman Quin R. Golden and Directors Jerry Butler and Dorene P. Wiese, EdD (3)  
Board Chairman David Carvalho (ex-officio)

Absent: Directors Reverend Calvin S. Morris, PhD and Jorge Ramirez (2)

Additional attendees and/or presenters were:

Maureen O'Donnell – System Interim Chief Human Resource Officer and Chief, Cook County Bureau of Human Resources

Tom Nowinski – Manager of Labor Relations, Cook County Bureau of Human Resources

Gladys Lopez – System Interim Director of Human Resources

Terry Mason, MD – System Chief Medical Officer

Ram Raju, MD, MBA, FACS, FACHE – Chief Executive Officer

Deborah Santana – Secretary to the Board

Carol Schneider – System Chief Operating Officer

## **II. Public Speakers**

Chairman Lyne asked the Secretary to call upon the registered speakers.

The Secretary called upon the following registered public speaker:

1. George Blakemore                      Concerned Citizen

## **III. \*\*Report from System Human Resources Department** (Attachment #1)

### **A. Report from Interim Director of Human Resources**

Gladys Lopez, System Interim Director of Human Resources, provided an update on the following subjects: CCHHS Employment Plan; Organizational Transformation; Cook County Department of Public Health-Human Resources; Recruiting Update; 2012 House Staff; and Vacancies Filled Through August 20, 2012. The Committee reviewed and discussed the information.

The Committee further discussed the subject of organizational transformation. Dr. Ram Raju, Chief Executive Officer, indicated that this transformation will reorganize the organizational structure to fit a more outpatient model. There will be a group that is in charge of inpatient services and a group that is in charge of outpatient services. With regard to the Shared Services model, this would include those services that are shared by inpatient and outpatient services; Human Resources, Information Technology, Finance, and General Counsel's Office are examples of those departments that would fall under the Shared Services model. Dr. Raju added that staff is also in the process of changing some of the job classification descriptions; this will help to make this organization more flexible and nimble. He noted that when this reorganization plan is finalized, it will be brought before the Committee for review prior to implementation<sup>1</sup>.

**III. \*\*Report from System Human Resources Department (continued)**

Chairman Golden inquired whether there are components of the Shared Services model that are integrated with County departments. Dr. Raju responded affirmatively; one such example would be the Human Resources Department, which is integrated with the County's Bureau of Human Resources.

**IV. Action Items****A. \*\*Proposed Collective Bargaining Agreement****i. Wage Settlement with SEIU Local 1, Firemen & Oilers Division, representing Boiler Washers, Firemen, Firemen Helpers and Mechanical Assistants**

Maureen O'Donnell, System Interim Chief Human Resource Officer and Chief of the Cook County Bureau of Human Resources, presented the item for the Committee's consideration. She stated that this proposed Wage Settlement involves forty-three (43) employees, includes a 1.5% pay increase, and has a fiscal impact of approximately \$18,000; she added that this agreement will get the group back on a four (4) year cycle.

Board Chairman Carvalho inquired whether information was available on the demographic breakdown of the employees. Chairman Golden responded that this information can be provided; she added that she plans to include the review of the workforce and demographics for the different disciplines at a Committee meeting in the near future<sup>2</sup>.

Action was taken on this item following the adjournment of closed session.

Director Butler, seconded by Director Wiese, moved to approve the proposed Wage Settlement with SEIU Local 1. THE MOTION CARRIED UNANIMOUSLY.

**B. Any items listed under Sections IV and V****V. Closed Session Items****A. Discussion of personnel matters****B. Update on labor negotiations****C. Discussion of litigation matters****D. \*\*Report from System Human Resources Department****E. \*\*Item IV(A) Proposed Collective Bargaining Agreement**

Director Butler, seconded by Director Wiese, moved to recess the regular session and convene into closed session, pursuant to the following exceptions to the Illinois Open Meetings Act: 5 ILCS 120/2(c)(1), which permits closed meetings for consideration of "the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body or legal counsel for the public body, including hearing testimony on a complaint lodged against an employee of the public body or against legal counsel for the public body to determine its validity," 5 ILCS 120/2(c)(2), regarding "collective negotiating matters between the public body and its employees or their representatives, or deliberations concerning salary schedules for one or more classes of employees," and 5 ILCS 120/2(c)(11), regarding "litigation, when an action against, affecting or on behalf of the particular body has been filed and is pending before a court or administrative tribunal, or when the public body finds that an action is probable or imminent, in which case the basis for the finding shall be recorded and entered into the minutes of the closed meeting."

**V. Closed Session Items (continued)**

On the motion to recess the regular session and convene into closed session, a roll call was taken, the votes of yeas and nays being as follows:

Yeas: Chairman Golden and Directors Butler and Wiese (3)

Nays: None (0)

Absent: Directors Morris and Ramirez (2)

THE MOTION CARRIED UNANIMOUSLY and the Committee convened into closed session.

Chairman Golden declared that the closed session was adjourned. The Committee reconvened into regular session.

**VI. Adjourn**

As the agenda was exhausted, Chairman Golden declared the meeting ADJOURNED.

Respectfully submitted,  
Human Resources Committee of the  
Board of Directors of the  
Cook County Health and Hospitals System

XXXXXXXXXXXXXXXXXXXXXXXXXXXX  
Quin R. Golden, Chairman

Attest:

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Deborah Santana, Secretary

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<sup>1</sup> Follow-up: when completed, present finalized Organizational Transformation to Committee for review (Raju, staff) Page 1

<sup>2</sup> Follow-up: for upcoming Committee meeting, include review of the workforce and demographics for the different disciplines (Lopez, O'Donnell) Page 2

Cook County Health and Hospitals System  
Human Resources Committee Meeting Minutes  
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ATTACHMENT #1



# **Human Resources Committee Meeting**

**August 24, 2012**

# CCHHS Employment Plan

- Continue to work closely with Elizabeth Reidy on CCHHS' Employment Plan
  - Plan to distribute to CCHHS Senior Leadership for review within the next few weeks
  - Working with the Shakman Administrator's Office, County Bureau of Human Resources and the President's Office on Direct Appointment process

# Organizational Transformation

- Working closely with Dr. Raju, Joy Wykowski, Elizabeth Reidy, County Bureau of Human Resources and the President's Office on the organizational transformation (In-Patient, Out-Patient, Managed Care and Shared Services)
  - Updating job descriptions for key leadership positions
  - Creating job descriptions for new key positions
  - Working with the Shakman Administrator's Office in connection with an expedited hiring process for 1115 Waiver positions

# CCDPH Human Resources

- Worked with Sandra Martell, Interim COO for CCDPH on the consolidation of the CCDPH Human Resources Team (2.5 FTEs) into CCHHS
- Monica Horton-Harris, Sr. Human Resources Coordinator at Oak Forest will manage and provide direct supervision to the CCDPH HR Team



# Recruiting Update

- A total of 184 vacancies have been filled through August 20, 2012
  - 7 Re-Hires
  - 70 Re-Calls
  - 35 Internal Candidates
  - 72 External Candidates

# 2012 House Staff

- A total of 114 House Staff have been processed:
  - 1 Re-Hire
  - 1 Internal Candidate
  - 112 External Candidates
- Type of House Staff processed:
  - 4 Physician Assistant Residents
  - 105 Post Grads
  - 2 Pharmacy Residents

**Vacancies Filled Through August 20, 2012 ~ Breakdown by Position**

	Candidate Source						
	Re-Hire	Re-Call	Internal	External	Total		
<b>Nurses</b>							
APN-Nurse Practitioner				1	1		
Clinical Case Manager	1			2	3		
Clinical Nurse I			11	20	31		
Clinical Nurse II			2		2		
Clinical Performance Improvement Analyst				1	1		
In-House Registry Nurse				2	2		
Nurse Coordinator II	1				1		
Registered Nurse I			1		1	42	Nurses
Licensed Practical Nurse II				4	4	4	LPNs
<b>Physicians</b>							
Attending Physician 6	1		1	8	10		
Attending Physician 7	1				1		
Attending Physician 10				1	1		
Attending Physician 12				1	1		
Attending Physician Sr. 6	1			2	3		
Attending Physician Sr.12				1	1		
Attending Physician-Adult Medicine				1	1		
Consultants (Physicians)				1	1		
Correctional Psychiatrist			1		1		
Divisional Chief of Correctional Psychiatry				1	1		
Medical Division Chair 8 - Res Dir			1		1		
Medical Division Chairman K11			1		1	23	MDs

<b>Clinical Support</b>						
Administrative Aide		2			<b>2</b>	
Attendant Patient Care		11		9	<b>20</b>	
Certified Nursing Attendant		3			<b>3</b>	
Chief Medical Information Officer			1		<b>1</b>	
Corporate Compliance Officer			1		<b>1</b>	
Dietician II		1			<b>1</b>	
Dietician IV			1		<b>1</b>	
EKG Tech		1			<b>1</b>	
Food Service Worker		1			<b>1</b>	
Health Advocate			4		<b>4</b>	
Health Service Representative	1	1			<b>2</b>	
Interpreter				4	<b>4</b>	
Laboratory Technician III		1			<b>1</b>	
Medical Social Worker II		1			<b>1</b>	
Medical Tech I		1			<b>1</b>	
Operating Room Technician				3	<b>3</b>	
Pathology Extender				1	<b>1</b>	
Pharmacy Technician			5		<b>5</b>	
Physician Asst. Post Grad Resident Director				1	<b>1</b>	
Respiratory Therapist		3			<b>3</b>	
Respiratory Therapist Supervisor	1				<b>1</b>	
Transporter CCH		11			<b>11</b>	
Ward Clerk		1	1		<b>2</b>	
X-Ray Tech Aide (Prov)					<b>2</b>	
		2			<b>2</b>	
	<b>73</b>				<b>Clinical Support</b>	

<b>Other</b>					
Building Service Worker		19			<b>19</b>
CEO Executive Assistant			1	1	<b>2</b>
Clerk V		9			<b>9</b>
Computer Operator I				1	<b>1</b>
Director of Strategic Sourcing/Contract Management				1	<b>1</b>
Electrician			1		<b>1</b>
Groundskeeper		1			<b>1</b>
Human Resources Generalist				2	<b>2</b>
Learning & Development Assist.				1	<b>1</b>
Pat Access Supervisor, Fin Coun				1	<b>1</b>
Public Safety Officer		1			<b>1</b>
Receptionist				1	<b>1</b>
Steno IV			1		<b>1</b>
Supervisor Patient Access-PreRegistration			1		<b>1</b>
<b>TOTALS</b>	<b>7</b>	<b>70</b>	<b>35</b>	<b>72</b>	<b>184</b>
	<b>4%</b>	<b>38%</b>	<b>19%</b>	<b>39%</b>	

**42 Other**

<b>House Staff</b>					
Physician Assistant Training R				4	<b>4</b>
Post Graduate Level Physician	1		1	105	<b>107</b>
Post Graduate Pharmacist (Residents)				2	<b>2</b>
	<b>1</b>		<b>1</b>	<b>112</b>	<b>114</b>

**114 House Staff**

<b>TOTAL VACANCIES FILLED:</b>	<b>8</b>	<b>70</b>	<b>36</b>	<b>184</b>	<b>298</b>
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